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Rules of Procedure

Select Committee on Children, Youth, and Families



AS ADOPTED
MARCH 13, 1991
102D CONGRESS, 1ST SESSION

U.S. HOUSE OF REPRESENTATIVES
WASHINGTON, D.C.

H962-9

SELECT COMMITTEE ON CHILDREN, YOUTH,
AND FAMILIES

UNITED STATES HOUSE OF REPRESENTATIVES

ONE HUNDRED SECOND CONGRESS

*

Patricia Schroeder, Colo., *Chairwoman*

George Miller, Calif.	Frank R. Wolf, Va.
William Lehman, Fla.	J. Dennis Hastert, Ill.
Matthew F. McHugh, N.Y.	Clyde C. Holloway, La.
Ted Weiss, N.Y.	Curt Weldon, Pa.
Beryl Anthony, Jr., Ark.	Lamar S. Smith, Tex.
Barbara Boxer, Calif.	James T. Walsh, N.Y.
Sander M. Levin, Mich.	Ronald K. Machtley, R.I.
J. Roy Rowland, Ga.	Bob McEwen, Ohio
Gerry Sikorski, Minn.	Michael Bilirakis, Fla.
Alan Wheat, Mo.	Scott L. Klug, Wis.
Matthew G. Martinez, Calif.	Richard John Santorum, Pa.
Lane Evans, Ill.	Dave Camp, Mich.
Richard J. Durbin, Ill.	Frank D. Riggs, Calif.
David E. Skaggs, Colo.	Bill Barrett, Nebr.
Bill Sarpalius, Tex.	
Tim Johnson, S.D.	
Barbara-Rose Collins, Mich.	
Joan Kelly Horn, Mo.	
Jim Bacchus, Fla.	
Douglas "Pete" Peterson, Fla.	
Robert E. "Bud" Cramer, Jr., Ala.	

COMMITTEE STAFF

KARABELLE PIZZIGATI, *Staff Director*
JILL KAGAN, *Deputy Staff Director*
DANIELLE MADISON, *Minority Staff Director*
CAROL M. STATUTO, *Minority Deputy Staff Director*

(II)

RULES OF THE SELECT COMMITTEE ON CHILDREN, YOUTH, AND FAMILIES

RULE NO. 1

MEETINGS

The regular meetings of the committee shall be held on the third Thursday of each month at 9:45 a.m., except when Congress has adjourned. The chairwoman is authorized to dispense with a regular meeting or to change the date thereof, and to call and convene additional meetings, when circumstances warrant. A special meeting of the committee may be requested by members of the committee in accordance with the provisions of House Rule XI, 2(c)(2). Every member of the committee, unless prevented by unusual circumstances, shall be provided with a memorandum at least three calendar days (excluding Saturdays, Sundays, and legal holidays) prior to each meeting or hearing explaining (1) the purpose of the meeting or hearing; and (2) the names, titles, background and reasons for appearance of any witnesses. The minority staff shall be responsible for providing the same information on witnesses whom the minority may request.

RULE NO. 2

QUORUMS

A majority of the members of the committee shall constitute a quorum, except that two members shall constitute a quorum for taking testimony and receiving evidence. Proxies shall not be used to establish a quorum. If the chairwoman is not present at any meeting of the committee, the ranking member of the majority party on the committee who is present shall preside at that meeting.

RULE NO. 3

COMMITTEE REPORTS

Every investigative report shall be approved by a majority vote of the committee at a meeting at which a quorum is present. Supplemental, minority, or additional views may be filed in accordance with House Rule XI, 2(1)(5). The time allowed for filing such views shall be three calendar days (excluding Saturdays, Sundays, and legal holidays) unless the committee agrees to a different time, but agreement on a shorter time shall require the concurrence of each member seeking to file such views. A proposed report shall not be considered in committee unless the proposed report has been available to the members of the committee for at least three calendar days (excluding Saturdays, Sundays, and legal holidays) prior to the

consideration of such proposed report in the committee. If hearings have been held on the matter reported upon, every reasonable effort shall be made to have such hearings available to the members of the committee prior to the consideration of the proposed report in the committee.

RULE NO. 4

PROXY VOTES

A member may vote by proxy on any measure or matter before the committee and on any amendment or motion pertaining thereto. A proxy shall be in writing and be signed by the member granting the proxy; it shall show the date and time of day it was signed and the date for which it is given and the member to whom the proxy is given. Each proxy authorization shall state that the member is absent on official business or is otherwise unable to be present; shall be limited to the date and specific measure or matter to which it applies; and, unless it states otherwise, shall apply to any amendments or motions pertaining to the measure or matter.

RULE NO. 5

ROLLCALLS

A rollcall of the members may be had upon the request of any member.

RULE NO. 6

RECORD OF COMMITTEE ACTIONS

(a) The committee staff shall maintain in the committee offices a complete record of committee actions including a record of the rollcall votes taken at committee business meetings. The original records, or true copies thereof, as appropriate, shall be available for public inspection whenever the committee offices are open for public business. The staff shall assure that such original records are preserved with no unauthorized alteration, additions, or defacement.

(b) The records of the committee at the National Archives and Records Administration shall be made available for public use in accordance with Rule XXXVI of the Rules of the House of Representatives. The chairwoman shall notify the ranking minority member of any decision, pursuant to clause 3(b)(3) or clause 4(b) of the rule, to withhold a record otherwise available, and the matter shall be presented to the committee for a determination on the written request of any member of the committee.

RULE NO. 7

TASK FORCES

There shall be no more than three temporary task forces of the committee; the jurisdiction of each shall be established by the chairwoman of the committee.

Each task force shall have fourteen members, divided between majority and minority party members in the ratio of nine to five. The chairwoman and ranking minority member of the committee shall serve ex officio on each task force.

Members of the majority party shall have the right to bid for task force chairs in order of full committee seniority. No member elected as a task force chairperson may choose a second task force position before all other members of the majority party have selected one task force assignment in order of full committee seniority. After each member of the majority party has selected one task force assignment, each may bid, in order of full committee seniority, for a second task force assignment. No member may serve on more than two task forces.

The chairperson of each task force may designate one committee staff member who shall serve at the pleasure of such chairperson, with the approval of the chairwoman of the full committee. Such staff members shall be paid from funds provided for the appointment of committee staff pursuant to primary and additional expense resolutions.

RULE NO. 8

HEARING DATES AND WITNESSES

The chairwoman of the committee, after consultation with the ranking minority member of the committee, shall announce the date, place, and subject matter of all hearings at least one week prior to the commencement of any hearings, unless she, after consultation with that member, determines that there is good cause to begin such hearings at an earlier date. The minority members shall supply the names of witnesses they intend to call to the chairwoman of the committee at the earliest possible date. Witnesses appearing before the committee shall, so far as practicable, submit written statements at least 24 hours in advance of their appearance.

RULE NO. 9

OPEN MEETINGS

Meetings for the transaction of business and hearings of the committee shall be open to the public or closed in accordance with Rule XI of the House of Representatives.

RULE NO. 10

FIVE-MINUTE RULE

A committee member may question a witness only when recognized by the chairwoman for that purpose.

In accordance with House Rule XI 2(j)(2), each committee member may request up to five minutes to question a witness until each member who so desires has had an opportunity. Until all such requests have been satisfied, the chairwoman shall, so far as practicable, recognize alternately on the basis of seniority those majority and minority members present at the time the hearing was called to order and others on the basis of their arrival at the hearing. Thereafter, additional time may be extended at the direction of the chairwoman.

RULE NO. 11

INVESTIGATIVE HEARINGS; PROCEDURE

Investigative hearings shall be conducted according to the procedures in House Rule XI, 2(k). All questions put to witnesses before the committee shall be relevant to the subject matter before the committee for consideration, and the chairwoman shall rule on the relevance of any questions put to the witness.

RULE NO. 12

STENOGRAPHIC RECORD

A stenographic record of all testimony shall be kept of public hearings and shall be made available on such conditions as the chairwoman may prescribe.

RULE NO. 13

TV, RADIO, AND PHOTOGRAPHS

When approved by a majority vote, an open meeting or hearing of the committee may be covered, in whole or in part, by television broadcast, radio broadcast, and still photography, by any of such methods of coverage, subject to the provisions of House Rule XI, 3. In order to enforce the provisions of said rule or to maintain an acceptable standard of dignity, propriety, and decorum, the chairwoman may order such alteration, curtailment or discontinuance of coverage as she determines necessary.

RULE NO. 14

STAFF

The chairwoman shall have the authority to appoint and terminate employees of the professional and clerical staff of the committee. The ranking minority member shall have the authority to select minority staff to be appointed by the chairwoman and to refer minority staff to be terminated by the chairwoman. The authorization for the creation of new majority staff positions, subject to the budget, shall rest with the chairwoman, and the ranking minority member shall have the same authority with respect to minority staff.

RULE NO. 15
STAFF DIRECTION

The majority staff shall be subject to the direction of the chairwoman of the committee and shall be assigned to such committee business as she considers advisable. The minority staff shall be subject to the direction of the ranking minority member of the committee and shall be assigned to such committee business as he considers advisable.

RULE NO. 16
AUTHORIZATION FOR TRAVEL

Travel to be paid from funds set aside for the full committee for any member or any staff member shall be paid only upon the prior authorization of the chairwoman. Travel may be authorized by the chairwoman for any member and any staff member in connection with the attendance of hearings conducted by the committee and meetings, conferences, and investigations which involve activities or subject matter under the general jurisdiction of the committee. Before such authorization is given there shall be submitted to the chairwoman in writing the following:

- (1) The purpose of the travel;
- (2) The dates during which travel is to be made and the date or dates of the event for which the travel is being made;

(3) The location of the event for which the travel is to be made;

(4) The names of members and staff seeking authorization.

RULE NO. 17

ADDITIONAL DUTIES OF CHAIRWOMAN

The chairwoman of the committee shall:

(1) Make available to other committees the findings and recommendations resulting from the investigations of the committee as appropriate;

(2) Prepare a budget for the committee and present such budget to the committee for its approval; and

(3) Authorize and issue subpoenas as provided in House Rule XI, 2(m)(1), in the conduct of any investigation or activity or series of investigations of activities within the jurisdiction of the committee.

RULE NO. 18

AMENDMENT OF RULES

These rules may be modified, amended, or repealed by a majority vote of the committee, if at least two legislative days' written notice of the proposed change has been provided each member of the committee

prior to the meeting date on which such changes are to be discussed and voted upon.